

ABANDONED and UNCLAIMED PROPERTY MANUAL

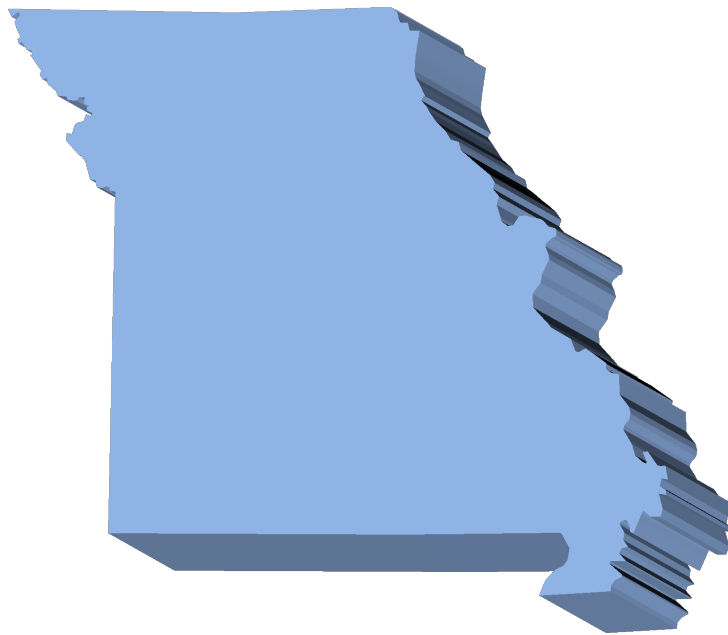


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GENERAL INFORMATION

INTRODUCTION

This manual outlines the requirements that a towing company, landowner, or municipality/county must follow in order to remove, title and/or sell abandoned property (ABV).

DEFINITIONS

Abandoned property (ABV) is defined as any unattended motor vehicle, trailer, ATV, outboard motor, or vessel, whether or not operational, that is removed (or subject to removal) from public or private property.

Abandoned Manufactured Home (MFGHM) is a MFGHM which is placed on real property owned by another person under a rental agreement and is considered abandoned if the property owner has reasonable belief that the homeowner has vacated the premises and intends not to return; rent is due and has not been paid for 30 days; or the homeowner has ignored the property owner's notice of lien and abandonment.

A **towing company** is defined as any entity which tows, removes, or stores abandoned property.

An **out-of-state ABV** that is sold to a Missouri resident and is sold in accordance with that state's abandoned motor vehicle procedures must have a *Vehicle Examination Certificate* ([Form-551](#)) completed by the Missouri State Highway Patrol (MSHP) or St. Louis City/County Auto Theft Unit.

An **unclaimed vehicle** is a vehicle that has remained on a salvage pool, salvage dealer and dismantler, or used motor vehicle dealer's premises for more than 45 days; when the salvage pool or salvage dealer and dismantler took possession of the vehicle at the request of an insurance company; when the insurance company did not purchase the vehicle through the insurance claim process; or the used motor vehicle dealer took possession of the vehicle at the request of a federal income tax exempt [501\(c\)\(3\)](#) organization and a negotiable title was not provided.

All out-of-state ABVs will be issued a Missouri title with a "Prior Salvage" brand, regardless of condition, unless the inspection shows the vehicle in a junk condition, in which case a junking certificate will be issued. Regardless of the condition, all out-of-state ABVs will be issued a Missouri title with a "Prior Salvage" brand, unless the inspection shows the vehicle in a junk condition, in which case a junking certificate will be issued.

TOWING COMPANIES

Any person who knowingly violates any provision of [Sections 304.154 to 304.158](#), RSMo, will be guilty of a “Class A” misdemeanor. Any violation of [Section 304.158](#), RSMo, will constitute a violation of the provision of [Section 407.020](#), RSMo, which may result in the revocation or suspension of the registration or license of the towing company.

AUTHORIZATION AND REMOVAL WITH LAW ENFORCEMENT: PUBLIC PROPERTY

Law enforcement may authorize a towing company to remove an ABV when:

- ✓ Left on the right-of-way of any interstate/state highway or freeway:
 - In an urbanized area, left unattended for ten hours or after four hours if law enforcement determines the ABV is a serious hazard to other motorists; or
 - Outside an urbanized area, left unattended for 24 hours or after four hours if law enforcement determines the ABV is a serious hazard to other motorists.
- ✓ Left on any highway or bridge that obstructs the normal movement of traffic, and there is no indication immediate removal of the ABV is being arranged;
- ✓ Reported stolen or taken without the vehicle owner’s consent;
- ✓ The person operating the ABV is arrested, taken into custody, and/or unable to arrange for timely removal;
- ✓ The owner has outstanding traffic/parking violations related to any other state law or local ordinance;
- ✓ Left unattended and is violating state law or local ordinance, at which signs are posted giving notice of the law or where the violation causes a safety hazard;
- ✓ Left on Missouri waters where it is obstructing the normal movement/traffic, is unattended for more than ten hours, or floating loose on the water; or
- ✓ The person operating such property or vehicle eludes arrest for an alleged offense for which the officer would have taken the offender into custody.

The Missouri Department of Transportation (MoDOT) may immediately remove any ABV (or its cargo) that is creating a traffic hazard on any state highway (e.g., abandoned, unattended, wrecked, burned, or partially dismantled property, spilled cargo or other personal property).

A commercial motor vehicle (CMV) not hauling waste designated as hazardous under [USC 49 5103\(a\)](#), may only be moved after the owner (or their representative) has had a reasonable opportunity to contact a towing company of their choosing.

AUTHORIZATION AND REMOVAL WITH LAW ENFORCEMENT: PRIVATE PROPERTY

An ABV may be removed at the request of the owner, lessee, or property/security manager of the private property when ABV is on his/her property without consent by contacting any member of law enforcement within his or her jurisdiction. The law

enforcement officer may authorize a towing company to remove the ABV when:

- ✓ Left unattended for more than 48 hours;
- ✓ After four hours a law enforcement officer determines that the ABV is a serious hazard to other motorists; or
- ✓ It is a safety hazard or interferes with the use of the private property as determined by a law enforcement officer.

Any local government agency may authorize the towing of motor vehicles from private property for vehicles that are junk, scrapped, disassembled, or otherwise harmful to the public health under local ordinance.

TOWING/ REMOVAL REQUIREMENTS WITH LAW ENFORCEMENT

1. Requires a completed and signed *Crime Inquiry and Inspection Report/Authorization to Tow* ([Form 4569](#)), which must include:
 - ✓ The reason for the tow;
 - ✓ The site from which the vehicle was towed; and
 - ✓ The name of the authorizing agency.
 - If the tow was **law enforcement authorized due to an accident**, law enforcement must complete [Form 4569](#) **within five days of the accident** (if not completed at the time of the tow).
 - A **local/state/federal government agency** (excluding law enforcement) must submit the completed [Form 4569](#) to the Missouri State Highway Patrol (MSHP) **within two hours of the tow**.
2. The law enforcement agency that authorizes the tow, or was properly notified by a government agency of the tow, must:
 - ✓ Inquire with the *National Crime Information Center* (NCIC) and the statewide law enforcement computer system to determine if the ABV was reported stolen;
 - ✓ Key the ABV information in the *Missouri Uniform Law Enforcement System* (MULES); and
 - ✓ Send written notification of the tow to the registered owner and any lienholder on record, within five days of the tow, which includes:
 - A statement to indicate the property was towed;
 - The reason/grounds for removal/towing; and
 - The location at which the ABV is being stored.

NOTE: If a government agency authorized the tow of the ABV, written notification must be sent by that government agency.

 - A copy of the written notification must be given to the operator of the storage facility at which the ABV is stored.
3. A towing company with online access to the Department's records must check for owner and lienholder information when an ABV has not been claimed within ten days of the tow.
 - ✓ If an owner or lienholder cannot be located using the online record lookup, the tow company must send a copy of the completed "**No Record**" screen from the search ([Exhibit B](#)) and a copy of the [Form 4569](#) to the Department.
 - ✓ A towing company in possession of an ABV must notify the appropriate law enforcement agency when the ABV remains unclaimed after ten days.

NOTE: If the ABV is not claimed after ten days and the towing company does not have access to online records, the law enforcement agency must forward [Form 4569](#) to the Department.

AUTHORIZATION AND REMOVAL WITHOUT LAW ENFORCEMENT: PRIVATE PROPERTY

The owner, lessee, or property/security manager of the private property (must be a full-time employee of the business entity) may, when present, authorize an ABV be towed without law enforcement for the following reasons:

- ✓ A sign (not less than 17" x 22" in size) is displayed in plain view of all entrances to the property. The sign must:
 - Contain lettering not less than one inch in height;
 - Prohibit public parking **and** indicate that unauthorized ABVs will be removed at the owner's expense;
 - Disclose the maximum fee for all charges related to towing and storage; and
 - Contain the telephone number of the local law enforcement agency or a 24-hour emergency hotline, which the owner of the ABV may call to receive information regarding the location of the towed ABV.
- ✓ The ABV is left unattended on **owner-occupied residential property** with four residential units or less, the appropriate law enforcement agency has been notified, and **ten hours** have elapsed since that notification; or
- ✓ The ABV is left unattended on **private property**, the appropriate law enforcement agency has been notified, and **96 hours** has elapsed since that notification.

NOTE: A general agreement between a business/individual and a towing company to tow vehicles at their discretion **is not acceptable, except** in the case of an ABV parked within 15 feet of a fire hydrant or in a fire lane designated by a fire department or the state fire marshal.

Any city, town, or village may prohibit, by ordinance, the storage of inoperable vehicles or other vehicles deemed to constitute a public safety hazard. This does not apply to a vehicle which is:

- ✓ Completely enclosed within a locked building/fenced area and not visible from adjacent public/private property; or
- ✓ On the property of a business licensed as salvage, junk dealer, towing, or storage facility provided the business is operated in compliance with its business license and the property in compliance with applicable zoning ordinances.

TOWING/ REMOVAL REQUIREMENTS WITHOUT LAW ENFORCEMENT

1. The owner, lessee, or property/security manager of private property who requests an ABV be towed **without law enforcement authorization** must complete an *Abandoned Property Report* ([Form 4669](#)) **at the time of the tow**.
2. The [Form 4669](#) will be considered a legal declaration, subject to criminal penalty pursuant to [Section 575.060](#), RSMo.
3. A copy of the [Form 4669](#) must be delivered to the jurisdictional law enforcement agency from which the ABV was towed within two hours if the tow was made from a location displaying a sign (or delivered within 24 hours of the tow if **no sign is**

displayed). A towing company with online access may inquire to determine the owner and/or lienholder of an ABV, in order to send written notification of the tow to both the owner and lienholder within five working days of the tow.

4. The towing company must send written notification of the tow to the registered owner and any lienholder. The notification must include:
 - ✓ A statement to indicate the property was towed;
 - ✓ The reason/grounds for removal/towing; and
 - ✓ The location at which the ABV is being stored.
 - A copy of the written notification must be given to the operator of the storage facility at which the ABV is stored.

NOTE: If the towing company does not have online access to the Department's records, they may obtain the name of the owner/lienholder from the law enforcement section of the [Form 4669](#).

5. Any towing company in possession of an ABV must notify the appropriate law enforcement agency when the ABV remains unclaimed after ten days.

NOTE: If the ABV is not claimed after ten days and the towing company does not have access to the Department's online records, the law enforcement agency must forward the [Form 4669](#) to the Department.

Any towing company without online access to Department records and in possession of an ABV, after ten days, must forward the [Form 4669](#) to the Department.

TOWING COMPANY REQUIREMENTS FOR TITLING AN ABV

1. A copy of the online record search listing the owner/lienholder or copy of the Department-issued notification letter ([Exhibit A](#)), completed and signed. All owners and lienholders shown on the online record search or Department notification record must be notified by certified mail. The record search and notification letter may include owner and lienholder information from the title, reject, notice of lien (NOL), or notice of sale (NOS) system.

✓ If an owner or lienholder cannot be located using the online record lookup, the tow company must send a copy of the completed **"No Record"** screen from the Department of Revenue.

2. A properly completed title application in the towing company's name and signed by an authorized towing company agent, with applicable title type checked:
 - ✓ *Application for Missouri Title and License* ([Form 108](#)); or
 - ✓ *Application for Missouri **Boat/Vessel** or Outboard Motor Title and Registration* ([Form 93](#)).

NOTE: Current or estimated mileage is required for a vehicle with a model year of 2011 or newer that is less than 20 years old.

3. An appropriate inspection is required **only if applying for original title:**
 - ✓ **Motor Vehicle** – A *Vehicle Examination Certificate* ([Form 551](#)) completed by an authorized Missouri State Highway Patrol Inspector or St. Louis City/County Auto Theft Unit;
 - ✓ **Boat or Outboard Motor** – A *Boat/Vessel, or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) completed by the Missouri State Highway Patrol (MSHP); or

- ✓ **Trailer (including boat trailer)** – An *Application for Vehicle/Trailer Identification Number Plate or Verification* ([Form 5062](#)).
 - May be completed by any law enforcement officer, unless the purpose is for a new or replacement VIN, in which case an authorized agent of the MSHP or St. Louis City/County Auto Theft Unit must complete the inspection.
- 4. A **notarized** *Abandoned Property Affidavit* ([Form 4576](#)).
- 5. A copy of the applicable tow report which includes:
 - ✓ Year/make/model/VIN;
 - ✓ License plate number and state of issuance;
 - ✓ Storage location of the towed property;
 - ✓ Towing company's name/address/telephone number;
 - ✓ Date and reason for the tow;
 - ✓ Location from which property was towed;
 - ✓ Description of any damage to the property;
 - ✓ Dated law enforcement computer inquiry verification;
 - ✓ Odometer reading (if available)*; and
 - ✓ Printed name and signature of the tow operator.

** If mileage cannot be obtained, note it is an estimate and include the reason for the estimation (e.g., fire, inoperable digital dash).*
- 6. **Private/Public Property Tows Authorized by Law Enforcement or a Government Agency** must submit a *Crime Inquiry and Inspection Report/Authorization to Tow* ([Form 4569](#)) or *Vehicle Record* (SHP-29F) ([Exhibit C](#)) completed by the MSHP which includes:
 - ✓ The name of law enforcement agency authorizing the tow; and
 - ✓ The printed name and signature of the law enforcement officer authorizing the tow.
- 7. **Private Property Tows with Property Owner/Lessee Authorization (without law enforcement)** must provide an *Abandoned Property Report* ([Form 4669](#)) completed by the property owner/lessee or agent, towing company, and law enforcement, which includes:
 - ✓ The printed name and signature of the property owner/lessee, agent, or security manager;
 - ✓ The name/address/telephone number of the law enforcement agency notified of the tow;
 - ✓ Date and time law enforcement was notified of the tow; and
 - ✓ Printed name and signature of law enforcement officer completing the [Form 4669](#).
- 8. A copy of the *Vehicle Owner/Lienholder Notification* ([Form 4577](#)) sent by certified mail to all owners/lienholders of the ABV. If returned, the towing company must certify that a good faith effort was made to locate the owner/lienholder.
 - ✓ In order to comply with this requirement, [Form 4576](#) may be completed and submitted with the title application.
- 9. **Proof of 30-day notification by certified mail to all owner(s) and lienholder(s). Proof of notification by certified mail includes any one of the following:**
 - ✓ A legible copy of the certified mail receipt (green card) ([Exhibit D](#));

- ✓ A legible copy of the envelope that was returned to sender; or
- ✓ A legible copy of the postal receipt showing the addressee's name and address, along with a printed copy of the United States Postal Service's [USPS Tracking®](#) tool indicating the certified letter was delivered or was returned to the sender.

NOTE: Submit legible ***copies*** of the proof of notification document(s) listed above. ***Keep the originals with your records.*** Tow companies are required to keep a file on each abandoned vehicle for ***three*** years (see the **Record Retention Requirements** information in [Section 7](#)).

10. No title/processing fee or sales tax is due.

Towing Company Abandoned Property Checklist

- ☐ *Application for Missouri Title and License* ([Form 108](#)) in Towing Company's name marked "**Original**", "**Salvage**", or "**Junk**".
- ☐ Copy of the online record search or notice the Motor Vehicle Bureau issued to the towing company informing the towing company of the latest owner/lienholder information.
- ☐ *Abandoned Property Affidavit* ([Form 4576](#)) completed, signed, and notarized.



- ☐ The *Vehicle Owner and Lienholder Notification Letter* ([Form 4577](#)) that was mailed by certified mail to all owner(s) and lienholder(s).

- ☐ Proof of 30-day notification by certified mail to all owner(s) and lienholder(s). Proof of notification by certified mail.

NOTE: Submit **legible copies** of the proof of notification(s) listed above. **Keep the originals with your records.** Tow companies are required to keep a file on each abandoned vehicle for **three** years (see **Record Retention Requirements** information in [Section 7](#)).

- ☐ A legible copy of the signed tow report authorizing the tow:
 - ✓ The *Abandoned Property Report* ([Form 4669](#)), *Crime Inquiry & Inspection Report* ([Form 4569](#)); **or**
 - ✓ The tow report form SHP-29F **completed by** a Missouri State Highway Patrol officer ([Exhibit C](#)).

NOTE: When applying for an **original title**, a *Vehicle Examination Certificate* ([Form 551](#)) signed by the tow company agent and completed by an authorized Missouri State Highway Patrol Inspector or St. Louis City/County Auto Theft Unit is required.

PRIVATE LANDOWNER(S)

PRIVATE LANDOWNER(S) AUTHORIZING REMOVAL OF AN ABV

An ABV may be towed at the request of the owner, lessee, or property/security manager of the private property. See pages 3-4 of [Section 2](#) for requirements.

PRIVATE LANDOWNER REQUIREMENTS/FEES FOR TITLING AN ABV

A **private landowner** may request a title for an ABV left on their property without their consent.

1. A properly completed title application in the landowner's name:
 - ✓ *Application for Missouri Title and License* ([Form 108](#)); or
 - ✓ *Application for Missouri Boat/Vessel or Outboard Motor Title and Registration* ([Form 93](#)).
2. A signed statement or *General Affidavit* ([Form 768](#)) that contains the following:
 - ✓ The circumstances by which the ABV came into the landowner's possession;
 - ✓ The landowner's name;
 - ✓ The location of the ABV (physical street address and city);
 - ✓ A description of the ABV (include the year, make, and VIN/HIN); and
 - ✓ The retail/fair market value of the ABV.
3. An appropriate inspection is required **only if applying for original title:**
 - ✓ **Motor Vehicle** – A Vehicle Examination Certificate ([Form 551](#)) completed by an authorized Missouri State Highway Patrol Inspector or St. Louis City/County Auto Theft Unit;
 - ✓ **Boat or Outboard Motor** – A *Boat/ Vessel, or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) completed by the Missouri State Highway Patrol (MSHP); or
 - ✓ **Trailer (including boat trailer)** – An *Application for Vehicle/Trailer Identification Number Plate or Verification* ([Form 5062](#)) completed by the MSHP.
 - May be completed by any law enforcement officer, unless the purpose is for a new or replacement VIN, in which case an authorized agent of the MSHP or St. Louis City/County Auto Theft Unit must complete the inspection.
 - ✓ **Salvage Title on a Vehicle/ATV/Trailer (including boat trailers)** – A *Vehicle Examination Certificate* ([Form 551](#)) completed by **any** law enforcement officer and dated within six months of application for title. For a **trailer**, an *Application For Vehicle/Trailer Identification Number Plate or Verification* ([Form 5062](#)) or *Boat/Vessel, or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) may be used in lieu of [Form 551](#) and may be completed by **any** law enforcement officer, unless the purpose is for a new or replacement VIN, in which case an authorized agent of the MSHP or St. Louis City/County Auto Theft Unit must complete the inspection.

- ✓ **Junking Certificate on a Vehicle/ATV/Trailer (including a boat trailer)** – An *Application for Vehicle/Trailer Identification Number Plate or Verification* ([Form 5062](#)) or a *Boat/Vessel, or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) completed by **any** law enforcement officer, unless the purpose is for a new or replacement VIN, in which case an authorized agent of the MSHP or St. Louis City/County Auto Theft Unit must complete the inspection.
 - 4. A copy of the 30-day *Notice To Owner(s) and/or Lienholder(s) Regarding Abandoned Vehicle, Boat, Motor, Trailer, and/or All-Terrain Vehicle(s)* ([Form 5227](#)) sent by certified mail to all owners/lienholders of the ABV. **The letter must state that the vehicle owner/lienholder has the right to protest the abandoned vehicle title in the circuit court of the county where the abandoned property is located.**
 - 5. Proof of 30-day notification by certified mail to all owner(s) and lienholder(s). Proof of notification by certified mail includes a legible copy of one of the following:
 - ✓ The signed certified card;
 - ✓ The envelope that was returned to sender; or
 - ✓ The postal receipt showing the addressee's name and address along with a printout from the [USPS Tracking®](#) website indicating the certified letter was delivered or was returned to the sender.
- NOTE:** Submit **legible copies** of the proof of notification documents listed above. **Keep the originals with your records.**
6. Applicable title and processing fee(s) and state/local tax, based upon the fair market value of the ABV.
 - ✓ A junking certificate is **exempt** from tax and title fees and requires only the processing fees.
 - ✓ Title penalties **do not** apply.

Landowner Abandoned Property Checklist



- ☐ An *Application for Missouri Title and License* ([Form 108](#)) in the landowner's name, marked “**Original**”, “**Salvage**”, or “**Junk**”, or an *Application for Missouri Boat/Vessel or Outboard Motor Title and Registration* ([Form 93](#)).
- ☐ A landowner statement or a completed and signed *General Affidavit* ([Form 768](#)).
- ☐ Proof of 30-day notification by certified mail to all owner(s) and lienholder(s). Proof of notification by certified mail.

NOTE: Submit **legible copies** of the notification documents listed above. **Keep the originals with your records.**

- ☐ A copy of the *Notice To Owner(s) and/or Lienholder(s) Regarding Abandoned Vehicle, Boat, Motor, Trailer, and/or All-Terrain Vehicle(s)* ([Form 5227](#)) that was sent by certified mail to all owner(s)/lienholder(s) of the ABV.
- ☐ The appropriate inspection.
- ☐ The appropriate fee:
 - ✓ For an original or salvage title, title fee, taxes, and processing fee are due on the value of the vehicle indicated on the landowner's statement or general affidavit.
 - ✓ A junking certificate is exempt from tax and title fees and requires only the processing fee.

MUNICIPALITIES/COUNTIES

ABANDONED PROPERTY SOLD BY MUNICIPALITY OR COUNTY ON AN ABANDONED PROPERTY BILL OF SALE

1. A properly completed title application in the purchaser's name, with the applicable title type marked:
 - ✓ *Application for Missouri Title and License* ([Form 108](#)); or
 - ✓ *Application for Missouri **Boat/Vessel** or Outboard Motor Title and Registration* ([Form 93](#)).
2. An *Abandoned Property Bill of Sale* ([Form 4579](#)) from the municipality or county who sold the ABV (must have filed a statement with the Department of Revenue (Department) certifying that they have an ordinance regulating the sale of abandoned property), which indicates:
 - ☐ If the vehicle was sold for junk, salvage, or rebuilding;
 - ☐ The name and address of the purchaser and seller;
 - ☐ Year, make, model, and VIN/HIN of the vehicle;
 - ☐ Date of sale and purchase price;
 - ☐ Odometer reading* (if applicable);
 - ☐ Printed name and signature of the buyer; and
 - ☐ Printed name and signature of the municipal/county clerk or deputy, stamped with the official municipal/county seal.

* *The municipality/county must provide an odometer disclosure on any vehicle with a model year of 2011 or newer that is less than twenty years old.*
3. An appropriate inspection is required **only if applying for original title:**
 - ✓ **Motor Vehicle** – A Vehicle Examination Certificate ([Form 551](#)) completed by an authorized Missouri State Highway Patrol Inspector or St. Louis City/County Auto Theft Unit;
 - ✓ **Boat or Outboard Motor** – A *Boat/Vessel, or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) completed by the Missouri State Highway Patrol (MSHP); or
 - ✓ **Trailer (including boat trailer)** – An *Application for Vehicle/Trailer Identification Number Plate or Verification* ([Form 5062](#)).
 - May be completed by any law enforcement officer, unless the purpose is for a new or replacement VIN, in which case an authorized agent of the MSHP or St. Louis City/County Auto Theft Unit must complete the inspection.
4. The applicable title and processing fees and state/local tax.
 - ✓ A junking certificate is **exempt** from tax and title fees and requires only the processing fees.
 - ✓ Title penalties **do not** apply.

For a list of cities/counties with an abandoned property ordinance, refer to [Exhibit F](#).

**Vehicle Sold by a Municipality or County on an
Abandoned Property Bill of Sale Checklist**



- ☐ A properly completed title application in the purchaser's name, with the applicable title type marked:
 - ✓ An *Application for Missouri Title and License* ([Form 108](#)) marked "**Original**", "**Salvage**", or "**Junk**". The name(s) on the title application must match the purchaser's name(s) shown on the *Abandoned Property Bill of Sale* ([Form 4579](#)).
 - ✓ An *Application for Missouri Boat/Vessel or Outboard Motor Title and Registration* ([Form 93](#)).
- ☐ The original *Abandoned Property Bill of Sale* ([Form 4579](#)). The bill of sale must include the purchaser's name and signature, the sale price, date of sale, mileage, name and signature of the city/county agent, and the city/county seal.
- ☐ Title fee, taxes, and processing fee are due for an original or salvage title.
- ☐ A junking certificate only requires a processing fee.
- ☐ The appropriate inspection ***only if applying for an original title.***

ABANDONED MANUFACTURED HOMES

Section

5

LANDOWNER TO OBTAIN A LIEN TITLE ON AN ABANDONED MANUFACTURED HOME

[Section 700.526](#), RSMo, allows the owner of the real property to secure a lien on an abandoned manufactured home.

- ✓ The lien shall be for unpaid rent against the manufactured home.
- ✓ The landowner must provide a written notice to the manufactured homeowner and any lienholder of record. A *Manufactured Home Lien Notification* ([Form 5328](#)) must be mailed to the manufactured homeowner and lienholder by **certified mail**.
 - Obtaining owner/lienholder information:
 - Subscribe to online inquiry for frequent record searches (information at <http://dor.mo.gov/motorv/liendeal/nol/index.php>).
 - One time record search – *Request for Motor Vehicle/Driver License Records/Personal Information* ([Form 5091](#)).
- ✓ Thirty days after mailing the [Form 5328](#) to the homeowner and lienholder by certified mail, complete an *Application for Manufactured Home Lien Title*, ([Form 5329](#)) and submit to Motor Vehicle Bureau, PO Box 2076, Jefferson City, MO 65105-2076, with:
 - A copy of the [Form 5328](#) that was previously mailed by certified mail to the manufactured homeowner and lienholder;
 - A legible copy of one of the following documents as proof of 30-day notification by certified mail to all owner(s) and lienholder(s):
 - The signed certified card;
 - The envelope that was returned to sender; or
 - The postal receipt showing the addressee's name and address along with a screen print from the [USPS Tracking®](#) website, indicating the certified letter was delivered or was returned to the sender.
 - A copy of the rental contract negotiated between the real property owner and the owner of the manufactured home;
 - A copy of any judgment of dismissal if the owner or lienholder of the manufactured home filed a petition to contest the lien; and
 - \$16 (\$10 title fee and \$6 processing fee).
- ✓ Upon receipt of all acceptable documentation, the landowner will be issued a lien title.
- ✓ With the lien title, the landowner must begin proceedings to sell the manufactured home within 30 days;
 - The sale of the manufactured home shall only be held after giving the homeowner at least 20 days' notice; and
 - The notice must substantially contain the following information:

NOTICE

Notice is hereby given that on [insert date], sale will be held at [insert place], to sell the following manufactured home to enforce a lien existing under the laws of the state of Missouri for real estate rental, unless the manufactured home is redeemed prior to the date of sale.

Name of Owner:

Amount of Lien:

Description of Manufactured Home:

Manufactured Home Serial Number:

Name of Lienholder:

NOTICE TO HOMEOWNER

- ✓ Notice to the homeowner shall be given by one of the following methods:
 - Personal delivery;
 - Registered mail with return receipt requested; or
 - By publishing the notice, not less than twice, in a newspaper of general circulation in the county in which the manufactured home is to be sold. The publication of such notice shall not be less than 20 days prior to the date of the sale. See [Section 700.527.10](#), RSMo, for additional details if no newspaper is published in the county.
- ✓ The proceeds from the sale are to be distributed in the following order:
 - To the satisfaction of the real property owner for past-due rent and reimbursement of actual and necessary expenses incurred in obtaining the lien and lien title (including attorney fees);
 - The excess, if any, shall be paid to the homeowner; and
 - If the homeowner cannot be located, the excess shall be deposited with the county treasurer in the county where the home was sold.

Landowner to Obtain Lien Title on an Abandoned Manufactured Home

- ☐ An *Application for Manufactured Home Lien Title* ([Form 5329](#)). The name(s) on the application must match the name(s) shown on the rental agreement.
- ☐ A copy of the *Manufactured Home Lien Notification* ([Form 5328](#)) that was sent by certified mail.
- ☐ Proof of 30-day notification by certified mail to all owner(s) and lienholder(s). Proof of notification by certified mail.
- ☐ \$16 (\$10 title fee and \$6 processing fee).
- ☐ A copy of the signed rental agreement; and
- ☐ A copy of any judgment of dismissal if the manufactured homeowner or lienholder filed petition to contest the lien.



INTERNET RECORD SEARCH

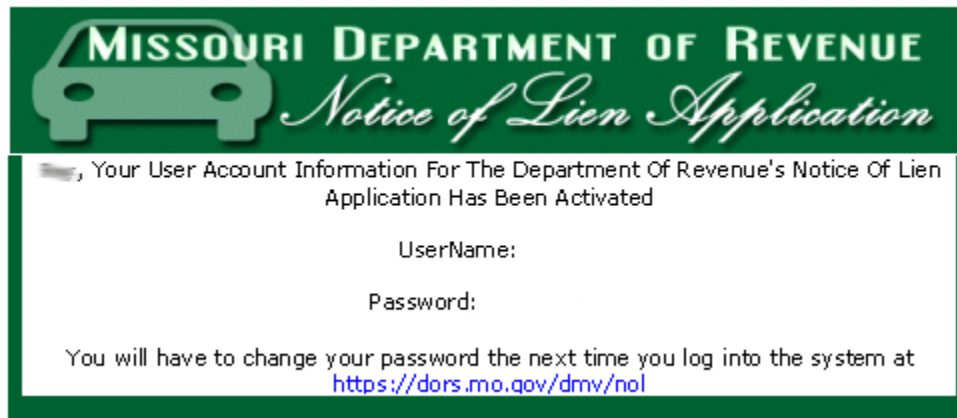
OBTAINING ACCESS TO DEPARTMENT RECORDS

To obtain access to the Department's records online you must:

1. Visit the [Dealers & Lienholders](#) page of the Department's website to complete and print the following forms:
 - *Request for DPPA Security Access Code* ([Form 4678](#)); and
 - *Application for Online Account (Notice of Lien Filing, Records Access, and Direct Debit)* ([Form 5017](#)).
2. Submit each completed form to the appropriate address (as indicated on each form).

APPLICATION APPROVAL NOTIFICATION

1. Upon approval of the **security access**, the Department will send written notification informing the applicant of the alphanumeric security access code.
2. Upon approval of the **online access**, the Department will send the following email to the applicant.



NOTE: Due to programming restrictions, online access is currently provided via the Department's *Notice of Lien* system.

RECORD SEARCH SYSTEM LOG-IN

1. To perform a record search, log in to <https://dors.mo.gov/dmv/nol/loginLink.do>.
2. **First time users:** Key your “**User ID**” and “**Password**” as indicated in the email confirmation message you received from the Department. You will then be directed to change your password. The next time you log in, key your User ID and your new password. Click “**Submit**”.

CHANGING YOUR PASSWORD

1. Key your current password in the “**Old Password**” field;
2. Press the “**Tab**” key;
3. Key your new password in the “**New Password**” field;
4. Press the “**Tab**” key again;
5. Re-key your new password in the “**Confirm New Password**” field; and
6. Click “**Submit**”.

Resetting Password – If a user forgets their password they must contact the account administrator to reset the password. See the **RESETTING USER'S PASSWORD** section of this manual (below).

If the administrator forgets their password, they must contact the Department at 573-526-3669, Option 7.

PERFORMING A RECORD SEARCH

1. Click “**Record Lookup**” on the left-hand side of the screen.

The screenshot shows the login page for the Missouri Department of Revenue's Notice of Lien Application system. The header features a green car icon and the text "MISSOURI DEPARTMENT OF REVENUE Notice of Lien Application". Below the header, there is a "Login" section with a "Please sign on:" prompt. It includes input fields for "User Id" and "Password", followed by "Reset" and "Submit" buttons. A link for "Forgot your password?" is also present. At the bottom, a navigation bar lists "Dealer & Lienholders", "Motor Vehicle & Driver Services", "Contact", and "Help".

The screenshot shows the "Change Password" page. The header is identical to the login page. The main content area is titled "Change Password" and prompts the user to "Please type your old password and confirm your new password:". It displays the "User Id 11111" and provides input fields for "Old Password", "New Password", and "Confirm New Password", with a "Submit" button below. A left-hand navigation menu lists various options: "File NOL", "Update Institution Information", "Update ACH Instructions", "User Management", "Change Password", "View History", and "Contact DOR".

The screenshot shows the "Record Lookup" page. The header is identical to the previous pages. The left-hand navigation menu is visible, with "Record Lookup" highlighted by a red circle. The main content area displays a welcome message: "Dean, Welcome to the Missouri Notice of Lien Application."

2. Key your security access code (DPPA Number) assigned to you by the Department and click **“Submit”**.

MISSOURI DEPARTMENT OF REVENUE
Notice of Lien Application

File NOL
Record Lookup
Update Institution Information
Update ACH Instructions
User Management
Change Password
View History

Please enter your DPPA Number

DPPA Number [Help](#)

3. Select a vehicle type. Key the Title/Control number **or** the Make, Year, and VIN/HIN. Click **“Perform Lookup”**.

Notice of Lien Application

File NOL
Record Lookup
Update Institution Information
Update ACH Instructions
User Management
Change Password
View History
Contact DOR

Notice Of Lien/Title Lookup Request

Select A Vehicle Type [Help](#)

Enter Either

Title/Control Number [Help](#)

Or

Make [Help](#)

Year [Help](#)

VIN/HIN [Help](#)

RECORD SEARCH RESULTS

If available, the screen will indicate the latest owner/lienholder in the Department's records. This screen must be printed, as outlined in titling requirements.

The screenshot displays the Missouri Department of Revenue's "Notice of Lien Application" interface. On the left is a green sidebar with navigation links: File NOL, Record Lookup, Update Institution Information, Update ACH Instructions, User Management, Change Password, Missouri E-Registry, Contact DOR, and Logout. The main content area has a green header with the department's name and logo. Below the header, the "Record Lookup Results" section shows a search for "Title/Control Number". A message states: "There is no Notice of Lien pending in the department's lien file. Check the title record for the latest lienholder information." Below this, a "Title Record" section is divided into three parts: "Owner Information" (Owner, Street Address, City, State, Zip Code, County), "Vehicle Information" (Year, Make, VIN, Vehicle Type, Title Number, Title Issue Date, Title Type, Horsepower, Cylinders, Odometer, Purchase Date), and "Lienholder Information" (First Lienholder, Lien Date, Lienholder Name, Street Address, City, State, Zip Code).

MISSOURI DEPARTMENT OF REVENUE	
Notice of Lien Application	
File NOL Record Lookup Update Institution Information Update ACH Instructions User Management Change Password Missouri E-Registry Contact DOR Logout	Record Lookup Results Title/Control Number
	There is no Notice of Lien pending in the department's lien file. Check the title record for the latest lienholder information.
	Title Record
	Owner Information
	Owner
	Street Address
	City
	State
	Zip Code
	County
Vehicle Information	
Year	
Make	
VIN	
Vehicle Type	
Title Number	
Title Issue Date	
Title Type	
Horsepower	
Cylinders	
Odometer	
Purchase Date	
Lienholder Information	
First Lienholder	
Lien Date	
Lienholder Name	
Street Address	
City	
State	
Zip Code	

NOTE: No license plate or other registration information is available online.

RECORD SEARCH RESULTS NOT FOUND

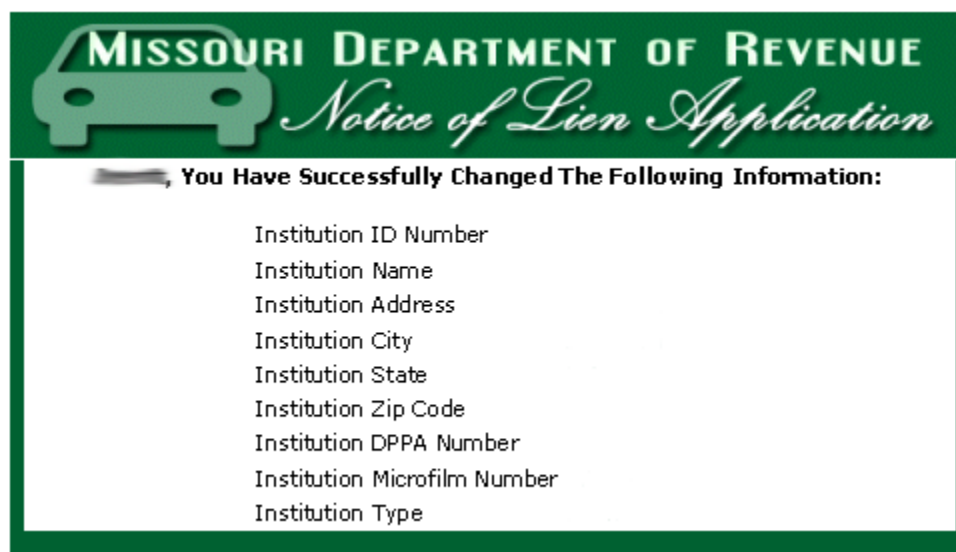
If "No Record" is found, you must sign and submit a printed "Record Lookup Results" screen ([Exhibit B](#)) with the tow report to the Department of Revenue for further research.

ACCOUNT ADMINISTRATION INSTRUCTIONS

1. After logging into the Record Lookup system, click "**Update Institution Information**".
2. Change the required information and click "**Submit**".

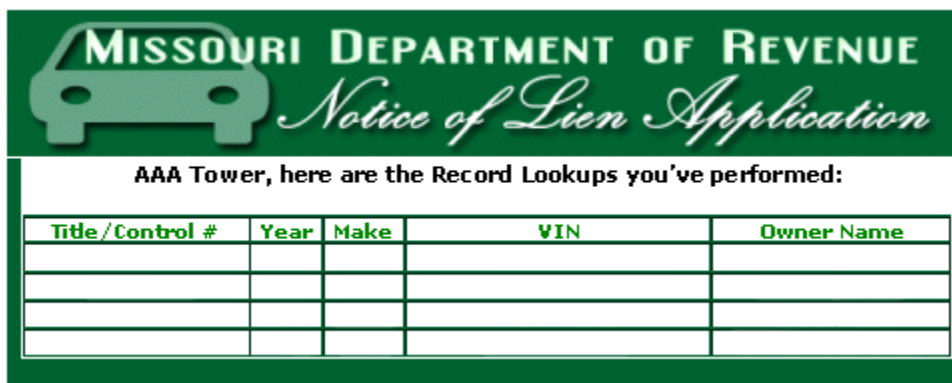
The screenshot shows a web interface for updating institution information. On the left is a teal sidebar with navigation links: File NOL, Record Lookup, Update Institution Information (highlighted), User Management, Change Password, View History, Contact DOR, Step By Step Instructions, and Logout. The main content area has a yellow background and is titled 'Institution Information'. Below the title, it says 'Please enter the institution's information below:'. A green-bordered box contains the form fields: Institution ID Number (with a 'Help' link), Institution Name (text input, with a 'Help' link), Address (text input, with a 'Help' link), City (text input, with a 'Help' link), State (dropdown menu, with a 'Help' link), and Zip Code (text input, with a 'Help' link). Below the form box is a green 'Submit' button.

3. You will receive a confirmation by email to inform you that the changes were made (see below):



DAILY EMAIL NOTIFICATION

All users and the account administrator(s) will receive a daily email that includes a listing of the record searches performed each day.



Title/Control #	Year	Make	VIN	Owner Name

ADDING ACCOUNT USERS

1. After logging into the record lookup system, click **"User Management"**.
 - ✓ Only the account administrator has access to add/delete users.
2. From the drop-down menu, select which user you want to delete or edit. To add a new user, select **"New User"** from the table and click **"Edit User"**.
3. Key all user information requested above. Click **"Submit"** after all information is completed.
 - ✓ ***The information that you add/change will allow the user to perform record lookups. You can activate or disable the user's access or reset the user's password from this screen.***

NOTE: The **"Reset Password"** box must be checked when adding a new user.

RESETTING A USER'S PASSWORD

To reset a user's password, place a check mark in **"Reset Password"** box and click **"Submit"**. The user's newly generated password will be received via email.

CONTACTING THE DEPARTMENT

1. After logging into the system, click **"Contact DOR"**;
2. Select the type of assistance needed from the drop-down menu and key any comments in the email content space; and
3. Click **"Submit Email"** and a screen will display indicating the message was sent successfully. The appropriate DOR staff member will respond to you.

MISCELLANEOUS INFORMATION

SELLING AN ABV FOR DESTRUCTION

A towing company must comply with the notification requirements outlined in [Section 2](#). The notification must indicate that any ABV remaining unredeemed after 30 days may be sold as scrap property.

The ABV may be sold to a scrap metal operator or a licensed salvage dealer for destruction on a bill of sale (BOS) that states the same, provided that no satisfactory arrangements have been made with the towing company for continued storage and the owner/lienholder has not requested a hearing.

The towing company will forward a **copy** of the BOS provided to the scrap metal operator or licensed salvage dealer to the Department within two weeks of the date of sale.

OBTAINING AN ORIGINAL TITLE PREVIOUSLY TITLED AS SALVAGE

1. A properly completed title application in the owner's name, marked "**Original**":
 - ✓ *Application for Missouri Title and License* ([Form 108](#)); or
 - ✓ *Application for Missouri Boat/Vessel or Outboard Motor Title and Registration* ([Form 93](#)).
2. An appropriate inspection is required **only if applying for original title**:
 - ✓ **Motor Vehicle** – A Vehicle Examination Certificate ([Form 551](#)) completed by an authorized Missouri State Highway Patrol Inspector or St. Louis City/County Auto Theft Unit;
 - ✓ **Boat or Outboard Motor** – A *Boat/Vessel, or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) completed by the Missouri State Highway Patrol (MSHP); or
 - ✓ **Trailer (including boat trailer)** – An *Application for Vehicle/Trailer Identification Number Plate or Verification* ([Form 5062](#)).
 - May be completed by any law enforcement officer, unless the purpose is for a new or replacement VIN, in which case an authorized agent of the MSHP or St. Louis City/County Auto Theft Unit must complete the inspection.

NOTE: Information provided on the inspection will determine if the title is branded "**Prior Salvage**".
3. The outstanding salvage title.
4. Appropriate title fee, processing fee, and any taxes that may be due.

STOPPING AN ABV TITLE

1. The Department may recall a title which was issued in error with the approval of the MV/DL Division director or the Department director.
2. An applicant may call the Department to request that an application for ABV title be stopped **if the title has not yet been issued**; however, a written statement to that effect must then be mailed or faxed to the Department of Revenue, Motor Vehicle, PO Box 2076, Jefferson City, MO 65105-2076.
3. The notified owner or lienholder may stop the abandoned property title, **if the title has not yet been issued**, by filing a petition in court (see **OWNER LIENHOLDER RIGHT TO A HEARING**, below) or by making an agreement with the applicant to claim the property.
4. The ABV title **will not** be voided if the stop request is received after the title has been issued.

OWNER/LIENHOLDER RIGHT TO A HEARING

An ABV owner or lienholder may file a petition with the associate circuit court in the county where the ABV is stored to determine if the ABV was wrongfully taken or withheld from the owner. The petition:

- ✓ Must be filed within ten days following receipt of the notification from the towing company; and
- ✓ Must name the towing company/landowner among the defendants.
 - The petition may also name the agency that ordered the tow or the owner/agent of the private property from which the ABV was removed.

A copy of the petition must be served to the Director, although the Director is not a party to such petition.

- ✓ The Director will not issue a title or a junking certificate on the ABV until the petition is finally decided.

Upon filing a petition and posting a bond with the associate circuit court, the owner/lienholder may have the ABV released.

- ✓ The bond may be in the form of cash, a surety bond, or other adequate security equal to the amount of the charges for towing and storage.

Upon posting of the bond and/or the payment of the applicable fees, the court shall issue an order directing the towing company to release the ABV.

At the time of release, the owner/lienholder must provide a receipt to the towing company listing any claims for loss/damage to the ABV or the personal property within the ABV.

TOWING CHARGES IMPOSED

- Any municipality/county may enact ordinances specifying maximum reasonable towing, storage, and other charges that can be imposed by towing/storage companies within their jurisdiction.
- A towing company may only assess reasonable storage charges for an ABV towed without the consent of the owner. Reasonable storage charges will not exceed the charges for a vehicle that has been towed with the consent of the owner.
- A towing company may charge no more than one-half the regular towing rate if the

owner claims the ABV before it is actually towed from private property. The regular rate may be charged only after the ABV has been removed.

- An owner who believes the ABV was wrongfully towed or wrongfully withheld from the owner has the right to a hearing.

PERSONAL PROPERTY WITHIN AN ABV

- The towing company is not required to release personal property within the ABV to the owner until reasonable or agreed-to charges for recovery, transportation, or safekeeping have been paid or satisfactory arrangements for payment are agreed upon.
- The towing/storage company must either release the personal property to the owner or provide an itemized receipt for the contents after allowing the owner to inspect the property.
- The towing/storage company is liable for the condition and safe return of the personal property.
- Any medication prescribed by a physician ***must be released*** to the owner upon request.

TOWING COMPANY LIABILITY

The towing company is not liable for any damage caused by removal of an ABV from public property when the removal is properly authorized, except for damage caused by negligence.

A towing company that lawfully removes an ABV from private property with the written authorization of the landowner/agent (who is present at the time of the removal) is not responsible in any situation relating to the authorization of the removal. The towing company is responsible for:

- ✓ Any damage caused by the towing company to the ABV during transit or storage; and
- ✓ Removal of property, other than the property specified by the landowner/agent.

Damages may be recovered by the owner of the ABV from the landowner/towing company if any damages to the ABV resulted prior to or during the removal of the property.

Except for the removal of an ABV authorized by a law enforcement agency, a towing company must not remove an ABV from private property without first obtaining written authorization from the property owner/agent.

- ✓ All written authorizations must be kept on file for at least one year.
- ✓ General authorization to tow at the towing company's discretion is not acceptable, except in the case of an ABV unlawfully parked within 15 feet of a fire hydrant or in a fire lane designated by a fire department or the state fire marshal.

A towing company that fails to obtain written authorization from the property owner/agent ***will be*** liable to the owner of the ABV for four times the amount of the towing and storage charges, in addition to any applicable criminal penalties that may apply.

INSURANCE CLAIMS ON AN ABV

If an ABV is insured and the insurer pays a total loss claim to the owner for the

ABV, the insurer or lienholder must remove the property from the storage facility or make arrangements to transfer title to the towing company. Such a transfer of title (subject to agreement) will completely satisfy all claims for towing and storage. The ABV must be removed, or the title transferred to the towing company, within 30 days of the date that the insurer paid a total loss claim or is notified of the location of the ABV, whichever is the later event. Upon request, the insurer of the ABV must supply the towing company with:

- ✓ The name, address, and phone number of the insurance company and the insured; and
- ✓ A statement regarding which party is responsible for the payment of towing/storage charges under the insurance policy.

RECORD RETENTION REQUIREMENTS

A towing company must maintain a record, for three years, on any ABV towed and not reclaimed by the owner. The record must contain:

- ✓ Information regarding the authorization to tow;
- ✓ Copies of correspondence with the Department; and
- ✓ Information regarding the final disposition of the ABV.

In addition, the towing company must retain, for three years, the following information for any ABV sold on a BOS (for destruction purposes only):

- ✓ The year, make, vehicle identification number (VIN), and date of sale;
- ✓ The name of the purchasing scrap metal operator or licensed salvage dealer; and
- ✓ Copies of all notification letters sent to the owners/lienholders and/or drivers.

A towing company may not remove an ABV from private property without written authorization from the property owner, except when authorized by a law enforcement agency.

- ✓ The towing company must retain all written authorizations for at least one year from the date of authorization.

UNCLAIMED VEHICLES

Section

8

SALVAGE POOL OR SALVAGE DEALER AND DISMANTLER

[Section 301.193](#), RSMo, allows for a salvage pool or salvage dealer and dismantler that takes possession of a vehicle at the request of an insurer, when the insurer does not purchase the vehicle through the claims adjustment process, to apply for a salvage title or junking certificate if the vehicle remains unclaimed on their premises for more than 45 days.

USED MOTOR VEHICLE DEALER OBTAINING A TITLE OR JUNKING CERTIFICATE

A licensed used motor vehicle dealer may apply for a salvage title or junking certificate for an unclaimed vehicle when the dealer takes possession of the vehicle at the request of an organization exempt from federal income taxation under [Section 501\(c\)\(3\)](#) of the Internal Revenue Code when the organization does not provide the dealer with a negotiable title.

To be eligible to apply for a salvage title or junking certificate, the following conditions must be met:

- ✓ The salvage pool or salvage dealer and dismantler must take possession of the vehicle at the request on an insurance company.
- ✓ The vehicle was not purchased by the insurer through the claims adjustment process.
- ✓ The salvage pool or salvage dealer and dismantler must notify all vehicle owners and lienholders, by certified mail, of their intent to apply for a title, unless the owner or lienholder removes the vehicle from the premises within 45 days; and
- ✓ The vehicle remains unclaimed for more than 45 days on the premises of the salvage pool or salvage dealer and dismantler.
 - A vehicle currently titled or registered in another state must include an inspection of the VIN and a current odometer reading, which is referred to as an "ID/OD inspection".

SALVAGE POOL OR SALVAGE DEALER AND DISMANTLER TITLING AN UNCLAIMED VEHICLE

In order for a salvage pool or salvage dealer and dismantler to obtain a title for an unclaimed vehicle, they must submit the following:

1. A completed *Application for Salvage Title or Junking Certificate for an Unclaimed Motor Vehicle – Salvage Pool or Salvage Dealer and Dismantler* ([Form 5825](#)) marked salvage or junk; or *Application for Missouri Title and License* ([Form 108](#));

NOTE: Current or estimated mileage is required for any vehicle with a model year of

2011 or newer that is less than twenty years old. If the mileage cannot be determined, provide an estimated mileage and a statement at the bottom of the application indicating the mileage is an estimate.

2. A completed *General Affidavit* ([Form 768](#)) that includes the following information:
 - ✓ A description of the vehicle including year, make, model, and VIN;
 - ✓ The name and address of insurer involved;
 - ✓ The current location of the vehicle, including street address, city, state, and ZIP code;
 - ✓ The fair market value of vehicle; and
 - ✓ A statement explaining the circumstances by which the vehicle came into the salvage pool or salvage dealer and dismantler's possession.
3. Copy of the 45-day notice ([Form 5824](#) or similar notification) sent by certified mail to all owners and lienholders;
 - ✓ Legible copy of signed certified card.
 - ✓ Legible copy of the envelope that was returned to sender.
 - ✓ Legible copy of the postal receipt showing the addressee's name and address along with a printout from the [USPS Tracking®](#) web page, indicating the certified letter was delivered or was returned to the sender. Note: Submit legible copies of the proof of notification(s) listed above. Keep the originals with your records.
4. The appropriate vehicle inspection if the vehicle is not currently titled in Missouri:
 - ✓ A *Vehicle Examination Certificate* ([Form 551](#)) completed by the Missouri State Highway Patrol (MSHP) or a law enforcement officer authorized by the Department of Revenue and MSHP that is dated within six months of application for title; or
 - ✓ An *Application For Vehicle/Trailer Identification Number Plate or Verification* ([Form 5062](#)) may be completed for a title for a trailer in lieu of [Form 551](#) by any law enforcement officer unless the purpose is for a new or replacement VIN, in which case an authorized agent of the MSHP or St. Louis City or County Auto Theft Unit must complete the inspection.
5. Fees
 - ✓ State and local taxes (salvage title only);
 - ✓ \$8.50 title fee (salvage title only); and
 - ✓ \$6 processing fee.

Unclaimed Vehicle Checklist

- ☐ The appropriate application:
 - ✓ *Application for Salvage Title or Junking Certificate for an Unclaimed Motor Vehicle – Used Motor Vehicle Dealer* ([Form 5825](#)); or
 - ✓ *Application For Missouri Title and License* ([Form 108](#))
- ☐ A completed General Affidavit ([Form 768](#))
- ☐ A copy of the *45-Day Notice to Owner(s) and Lienholder(s) Regarding an Unclaimed Motor Vehicle* ([Form 5824](#)).
- ☐ Proof of the 45-day notification by certified mail to all owners and lienholder.
- ☐ The applicable inspection(s), if required.
- ☐ The title fee, processing fee, and state and local taxes (if applicable).



EXHIBIT A

MOTOR VEHICLE BUREAU
RECORD CENTER UNIT
P O BOX 100
JEFFERSON CITY MO 65105-0100



Missouri
DEPARTMENT OF REVENUE

Telephone: (573) 526-3669
E-mail: mrvbmail@dor.mo.gov

XXX
X
X
X X XX

November 3, 2009

RE: ABANDONED PROPERTY
1999 TOYT, IDENTIFICATION # XXX - TOW # 3426

Dear Tower:

The Motor Vehicle Bureau (bureau) received a tow report on the above referenced property. By Missouri law, we are required to notify you of the last registered owner(s) and lienholder(s). In checking our records with the information provided, we found no record of this abandoned property.

Our records indicate that Jackson County authorized the tow of this abandoned property. If this is not correct, please record the name of the person who authorized the tow and the date of the tow.

Tow Authorized By: _____
Date of Tow: _____

You must examine the abandoned property, law enforcement inspection report, and tow report for any corrected, omitted, or additional information below:

Year: 1999
Make: TOYT
VIN: XXX

License: _____ State: _____
Inspection/Permit: _____
Other: _____

Name and address of owner listed on tow report:

Name and address of lienholder listed on tow report:

EXHIBIT A (continued)

XXX
NOVEMBER 3, 2009
PAGE 2

Please mark the appropriate box below, sign and date where indicated.

- ☐ I HAVE COMPLETED THE NECESSARY CHECKS, COMPLIED WITH THE INSTRUCTIONS, AND PROVIDED ANY NEW OR CORRECTED INFORMATION.

RETURN THIS SIGNED LETTER WITHIN 15 DAYS TO: Motor Vehicle Bureau, Attn: Abandoned Vehicle Search - Record Center, Post Office Box 2048, Jefferson City, MO 65101-0100, so we may continue our search using the new or corrected information.

- ☐ NO ADDITIONAL INFORMATION WAS FOUND.

If the above checks resulted in no new or corrected information, you may apply for title by submitting the following information to: Motor Vehicle Bureau, Attn: Abandoned Property Desk - Central Branch Section, Post Office Box 2076, Jefferson City, Missouri 65105-0100:

1. Copy of this signed letter;
2. Application for Missouri Title and License (DOR-108) marked original, salvage, or junk;

NOTE: Vehicle Examination Certificate (DOR-551) - only when applying for an original title.

3. Legible copy of the tow report (you will be required to notify any owner or lienholder listed on the tow report); and

NOTE: If no owner or lienholder is shown, you must notify the driver. If no owner, lienholder or driver is listed, you must indicate on the abandoned property affidavit that a good faith effort has been made to locate and notify the owner and lienholder of the vehicle.

4. Abandoned Property Affidavit (DOR-4576) completed, signed, and notarized.

NOTE: If there is no record of an owner, lienholder, or driver or if any of the notification letters were returned to the tow company, the box in section B must be marked showing a good faith effort was made to locate and notify the owner, lienholder, or driver.

NOTE: You may request the necessary forms by mail, or internet.

SIGNATURE: _____ **DATE:** _____


If you require additional information or assistance, please contact the Motor Vehicle Bureau at Post Office Box 100, Jefferson City, Missouri 65105-0100 or by telephone at (573) 526-3669 between the hours of 7:30 a.m. and 5:30 p.m. Monday through Friday.

MOTOR VEHICLE BUREAU

DU1887/MARJORIE


MVB346
200930700301118

EXHIBIT B

 MISSOURI DEPARTMENT OF REVENUE <i>Notice of Lien Application</i>	
Record Lookup	Record Lookup Results <div>Title/NOL Control Number 12345687</div>
Update Institution Information	No Notice of Lien record was found.
User Management	No Title record was found.
Change Password	You must sign and submit this "No record" page along with the Crime Inquiry and Inspection Report/Authorization to Tow(DOR-4569) to the Department of Revenue (DOR) for further research as there may be a record in microfiche.
View History	First, conduct a physical search of the abandoned property to ensure no other evidence of ownership exists and make a good faith effort to check for the prior state of registration and title as noted below. Record any additional information from your search in the designated area of this page, sign it and send to:
Contact DOR	DOR Record Center PO Box 100 Jefferson City MO 65105
Step By Step Instructions	1) Check for any type of license plates, license plate record, temporary permit, inspection sticker, decal or other evidence which may indicate a state of possible registration and title; 2) Check the law enforcement report for a license plate number or registration number; 3) If there is no address of the owner on the impound report, check the law enforcement report to see if an out of state address is indicated on the driver license information.
Logout	Additional Information: Signature: <div>Print Record</div>

· Dealer & Lienholders · Motor Vehicle & Driver Services · Contact ·

EXHIBIT C

 VEHICLE RECORD SHP - 29F 3/98	INCIDENT NUMBER	INCIDENT TYPE	SHP-325 <input type="checkbox"/> YES <input type="checkbox"/> NO SHP-105 <input type="checkbox"/> YES <input type="checkbox"/> NO	INDICATE DATE & TIME TAKEN INTO CUSTODY					PAGE
				BADGE	MONTH	DAY	YEAR	HOURS	OF
COLOR	YEAR	MAKE	MODEL	NO. ARRESTS		RELATED REPORT NUMBERS			
VIN			LOCATION OF VEHICLE					COUNTY CODE	
REGISTRATION			YEAR	STATE	NUMBER	ODOMETER READING			DRIVER NAME & ADDRESS
REASON FOR VEHICLE REMOVAL <input type="checkbox"/> Accident <input type="checkbox"/> Burned <input type="checkbox"/> Stolen <input type="checkbox"/> Custodial arrest (304.155) <input type="checkbox"/> Unattended on state right-of-way outside urbanized area 48 + hours (304.155) <input type="checkbox"/> Unattended on state right-of-way in urbanized area 10 + hours (304.155) <input type="checkbox"/> Unattended obstructing traffic / causing safety hazard / violating posted signs (304.155) <input type="checkbox"/> Abandoned, owner has outstanding traffic / parking violations (304.155) <input type="checkbox"/> Abandoned on waterway 10+ hours / obstructing normal traffic / floating loose (304.155) <input type="checkbox"/> Abandoned on highway right-of-way / waterway / private property (577.080) <input type="checkbox"/> Abandoned on real property 48 + hours (304.157) <input type="checkbox"/> Abandoned on real property, causing hazard/interference (304.157)			REGISTERED OWNER & ADDRESS (Strike out "Registered" if owner has not registered with DOR.)						
COMPUTER INQUIRIES <input type="checkbox"/> NCIC <input type="checkbox"/> MULES <input type="checkbox"/> OTHER: _____			DATE OF INQUIRY						
IN RUNNING CONDITION (IF STOLEN) EST. VEH. VALUE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN			DAMAGE / DEFECTS (to body, interior, ignition, engine, etc.)						
IF STOLEN, FROM WHAT LOCATION?			DATE STOLEN						
NCIC NUMBER		SHP NUMBER	LOCAL REPORT NUMBER						
REPORTING AGENCY			NOTIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO						
BUSINESS REMOVING: NAME, ADDRESS, & PHONE			OFFICER'S PRINTED NAME						
PLACE WHERE VEHICLE WILL BE STORED			OFFICER'S SIGNATURE			BADGE	TROOP		
ITEM #	QUANTITY	DESCRIPTION OF ITEMS IN VEHICLE (Include serial numbers)							
PARTIAL DISPOSITION (The item(s) marked through was relisted on a supplemental record bearing the above page number with a suffix.)									
ITEM(S)	SFX	ITEM(S)	SFX	ITEM(S)	SFX	SIGNATURE OF WITNESS (if needed)			
	A		B		C				
DISPOSITION OF VEHICLE & ITEMS									
SIGNATURE OF PERSON RECEIVING VEHICLE			DATE RECEIVED		SIGNATURE OF RELEASING OFFICER		BADGE		
AGENT'S TITLE, NAME, & ADDRESS (PRINTED BY OFFICER)									
EXPLANATION & DETAILS (Include possible owner identification information if owner is unknown.)									

DISTRIBUTION: WHITE - Property Control Officer CANARY - Troop PINK - Division of Drug and Crime Control GOLD - Extra (towing co.) BLUE - Extra (towing co.)

NOTICE: Submit machine copy of original to DOR on all abandoned property, as defined in Section 304.001, unclaimed within 10 working days.

EXHIBIT D

SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none">■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.■ Print your name and address on the reverse so that we can return the card to you.■ Attach this card to the back of the mailpiece, or on the front if space permits.		A. Signature X <input type="checkbox"/> Agent <input type="checkbox"/> Addressee	
1. Article Addressed to: John Doe 123 Main Street Somewhere MO 12345		B. Received by (<i>Printed Name</i>)	C. Date of Delivery
		D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No	
		3. Service Type <input type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.	
2. Article Number (<i>Transfer from service label</i>)		4. Restricted Delivery? (<i>Extra Fee</i>) <input type="checkbox"/> Yes	

PS Form 3811, August 2001 Domestic Return Receipt 102595-02-M-1540

EXHIBIT E

USPS - Track & Confirm

Page 1 of 1



Track & Confirm

Current Status

You entered 7004 1350 0001 1791 7882

Your item was delivered at 3:36 pm on December 13, 2004 in CAPE GIRARDEAU, MO 63701.

[Shipment Details >](#)

Notification Options

[Track & Confirm by email](#) [What is this?](#) [Go >](#)

Track & Confirm

Enter label number:

[Track & Confirm FAQs](#)



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U.S. Postal Service™ CERTIFIED MAIL™ RECEIPT (Domestic Mail Only; No Insurance Coverage Provided)	
For delivery information visit our website at www.usps.com	
Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$
Postmark Here	
Sent To Jazmine Doe	
Street, Apt. No., or PO Box No. 123 Main St. – Apt. Z	
City, State, ZIP+4 Cape Girardeau, MO 63701-9999	
PS Form 3800, June 2002	

http://trkcnfrm1.smi.usps.com/netdata-cgi/db2www/cbd_243.d2w/output

12/29/2004

EXHIBIT F

CITIES AND COUNTIES WITH ABANDONED PROPERTY ORDINANCES	
Adrian	Higginsville
Bel-Nor	Jefferson City
Bel-Ridge	Kansas City
Beverly Hills	Kinloch
Bowling Green	Lake St. Louis
Brentwood	Louisiana
Bridgeton	Maplewood
Butler	Maryland Heights
California	Mc Donald County
Cape Girardeau	Montgomery
Carrollton	Moscow Mills
Clarence	Mound City
Clark County	Normandy
Cool Valley	North Kansas City
Cuba	Pasadena Hills
Desoto	Palmyra
Des Peres	Richland
Diamond	Riverview
Excelsior Springs	Salem
Ferguson	Slater
Fulton	Smithville
Greenfield	St. Joseph
Greenwood	St. Louis
Hazelwood	Strafford